



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF FIRE SERVICES
RICHARD W. MILLER
STATE FIRE MARSHAL

STEVE ARWOOD
DIRECTOR

MICHIGAN FIRE FIGHTERS TRAINING COUNCIL
3101 Technology Blvd., Suite H
Lansing, Michigan 48910

REGULAR MEETING MINUTES

December 10, 2013

1:30 p.m.

MEMBERS PRESENT

Chairperson Timothy James, Michigan Association of Fire Chiefs
Vice Chairperson David Purchase, Michigan Municipal League/Michigan Townships Assn.
Brian Blomstrom, Michigan Fire Service Instructors Association
Aileen Pettinger, Michigan Professional Fire Fighters Union
Steve Richardson, Michigan State Firemen's Association
Chad Tackett, Michigan Association of Fire Chiefs
Richard Miller, State Fire Marshal, Council Member ex-Officio

MEMBERS ABSENT

BFS STAFF PRESENT

Joseph Grutza, FFTD, Manager
BreeAnn Hooker, Recording Secretary
Paula Brzezinski, Curriculum Specialist
Gary Crum, Region 2 Supervisor
Mike Deprez, Assistant State Fire Marshal

OTHERS IN ATTENDANCE

Mark Cleveland, Covert Township Fire and EMS
Karl Holder, Rochester Hills Fire Department
Dennis Andrew, Wayne County Community College District
Al Pohl, LARA, Finance
Shelly Edgerton, LARA, Finance

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chairperson James called the meeting to order at 1:30 p.m. A quorum was determined present.

2. REVIEW AND APPROVAL OF AGENDA

Under new business, Certified Instructor Status in policy was requested to be added by Councilperson Blomstrom. Attorney General cost was requested to be added by Vice-chairperson Purchase.

A **MOTION** was made by Councilperson Blomstrom and seconded by Councilperson Pettinger to approve the meeting agenda as amended. **MOTION CARRIES.**

3. REVIEW AND APPROVAL OF MINUTES

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Richardson to approve the regular meeting minutes on October 25, 2013 as presented. **MOTION CARRIES.**

4. INSTRUCTOR APPLICATIONS

Staff presented the following Instructor applications for the Council's consideration:

- (15) Certified Instructor I
- (15) Probationary Associate Instructors
- (10) Probationary Instructor I
- (4) Certified Associate Instructor

A **MOTION** was made by Councilperson Blomstrom and seconded by Councilperson Pettinger to approve the instructor applications as presented. **MOTION CARRIES.**

5. DIRECTOR'S REPORT – Joseph Grutza

Instructor I Courses:

The final Instructor I course for 2013 was held on November 1, 2, 3, 9, and 10, at Kalamazoo Twp. Station 4. Feedback was good. Requests for future Instructor I courses have been placed on hold.

Training Coordinators

Interviews for filling the open Training Coordinator (TC) positions were held at the Gerrish Township Fire Department on November 1, 2013. As a result of those interviews, a request by the Fire Fighter Training Division (FFTD) to offer contracts to four individuals has been approved. Although we currently have two open positions, adding two additional TC's will provide us more flexibility with our scheduling and reduce travel time. In addition, increasing our numbers will prepare us for any future retirements.

It has been three years since the TC's have been brought to a central location for annual training. In that time period there have been many changes made in our operations. An all new instructor policy, new fire fighter curriculum, council requests for a closer monitoring of classes and an addition of \$850,000 in county funding are just a few of those changes.

The TCs are the front line for the Michigan Fire Fighters Training Council (MFFTC). We must be sure that they have received the training required to effectively complete the tasks they are assigned. In addition, the 22 training coordinators represent many years of fire training experience. Their institutional knowledge of our fire training curriculum and how it actually works in the field would be a valuable asset to the MFFTC Curriculum Committee.

In order to bring the training coordinators together for a two day training session, I am requesting the Michigan Fire Fighters Training Council approve the payment for a two day education seminar for the TC's and FFD staff from the Fireworks Safety Fund. In order to accommodate the long distances for some, we plan to hold the education seminar at the Thunder Bay/Alpena CRC Regional Training Center. The total cost as estimated for the training session will be \$11,632.

Review of the information in the Training Coordinator Education Seminar Memo dated December 10, 2013.

Councilperson Pettinger inquires when the Seminar, if approved, would be planned to be held. Director Grutza states January or February would be ideal.

Councilperson Blomstrom inquires if the 2 positions were posted for anyone to apply. Director Grutza confirms this and stated that 4 candidates were exceptionally qualified. Therefore, it was determined that hiring all 4 individuals and dividing the existing work will not affect the budgeted amount allotted for Training Coordinators. In addition, it will ease the burden of travel in that area. Clarification of the coverage areas include; Alpena, Alcona, Oscoda, Iosco, Roscommon, Gladwin, Ogemaw, Arenac, Wexford, Missaukee, Kalkaska and Manistee.

Councilperson Tackett inquires if 2 days is enough time. Grutza reported that, based on past models, two days is an adequate amount of time.

Assistance to Fire Fighters Grant

The Bureau of Fire Services and the Fire Fighter Training Division have completed and submitted their request for an Assistance to Fire Fighters Grant for State Fire Training Organizations. The grant request is for an integrated records management software solution and the hardware to operate including computers, monitors and scantron systems. The Michigan Fire Fighters Training Council has committed to fund the 15% match equaling \$75,000 from the Fireworks Safety Fund.

Act 291 Rules Report

The Regulatory Impact Statement (RIS) for the Fire Fighters Training Council Rules Draft has been approved by Office of Regulatory Affairs (RAO) Officer Liz Arasim and forwarded to the Office of Regulatory Reinvention (ORR). ORR will review the draft for authority and basic legal principles. If approved by ORR, it will be forwarded to the Joint Committee on Administrative Rules (JCAR) and the Legislative Service Bureau (LSB). LSB will review for style and format. Once completed, public meetings will be scheduled. JCAR will conduct the meetings but are scheduled by LARA and Bureau.

HMEP Grant.

On November 15, 2013, a letter was sent to the County Training Chairpersons informing them that the Hazardous Materials Emergency Preparedness (HMEP) Grant for 2014 had been received and is being awarded to the counties. The total grant is the same as 2013, \$45,000 with a 20% BFS match for a total of \$54,000. Each county is awarded \$650.00 which can be used to run First Responder Hazardous Material Operations and NIMS-ICS for the Fire Service. The HMEP grant funding must be encumbered by May 1, 2014.

Live Fire Training

At the October 25, 2013 MFFTC meeting, a request was made to investigate the options available to add live fire training into the basic fire fighter I and II curriculum. A survey was sent to the National Association of Fire Training Directors asking their involvement in live fire training. The majority who responded stated that live fire training was part of their basic fire fighter academy. However, the states that have live fire training provide that training through their state run fire academies.

It is the opinion of our office that live fire training is an effective tool in preparing today's fire fighters. Unfortunately, most, if not all live fire training units in our state are exclusive to the regional training centers. Previously the Council has determined that if live fire training is used in an MFFTC sanctioned program it must be conducted in an engineered burn building designed for repetitive burns, utilizing Class A combustible or gas fired systems. If at a future date the MFFTC determines that live fire training become a requirement of fire fighter I and II, support would have to be given to the fire academies that do not have access to live burn buildings.

Chairperson James requested a survey of the state to assess how many of these live fire training units are available around the state, their cost, location and whether or not they are portable.

Michigan Traffic Incident Management

On December 9, 2013, Fire Marshal Miller, Assistant Fire Marshal Deprez and Manager Grutza met with Angie M. Kremer of the Michigan Department of Transportation (MDOT) and members of the fire service who are looking to implement and promote the Governor's Traffic

Safety Advisory Commission's (GTSAC) Strategic Highway Safety Plan. Part of the plan is titled "The National Unified Goal (NUG) for Traffic Incident Management (TIM). The objective of the plan is to bring multidisciplinary stakeholders together with the common goal of responder safety, safe, quick clearance and interoperable communication.

MDOT has developed a course to teach the initiatives and is reaching out to the fire service for their participation in the rollout of the program. There was general discussion on the objectives and Council's participation in curriculum review. Ms. Kremer was extended an invitation to a future meeting to present the program to Council. The train the trainer syllabus is available for your review at:

http://www.michigan.gov/msp/0,4643,7-123-1593_3504_41646-305150--,00.html

The Council inquired if this is an active program and if this is a competing program with other programs that have been developed in the past by MDOT. MDOT is looking for support from the Bureau to work together and assist them in identifying an Instructor pool to assist with the Train the Trainer to implement this program. This is a program that parallels with other FEMA programs to assist and emphasize the importance of traffic incident management.

6. STATE FIRE MARSHAL'S REPORT – Richard Miller

Internal Audit

There are temporary additions to our office to help streamline our processes as a result of the 24 issues brought forth from the audit.

Fireworks Program

Last year was the first year in implementing the Delegation program. The goal in streamlining the entire process includes the application, approval process and the delegation piece in general. Efforts are being made by the ad hoc committee to expedite the rule rewrite process. There were 11 appeals, where 10 of the 11 have been denied by the Fire Marshal and the State Fire Safety Board (SFSB). There is one more appeal scheduled for the next SFSB meeting.

Fireworks Database

A form has been developed and sent out to all counties, fire departments and their chiefs in an effort to update our database to improve communications. Already, our office has received a positive response.

7. OLD BUSINESS

Curriculum Committee – Chairperson James

At the last meeting, Chairperson James requested organization represented on Council nominate 2 individuals to form a curriculum committee and asked that those names be submitted by this meeting. All names have been received and Chairman James appointed

Councilperson Blomstrom to chair this committee and work with Manager Grutza to schedule these meetings.

Reimbursement questions will be looked at and addressed in the near future.

Representatives from the organizations being named to the curriculum committee are as follows;

Michigan State Firemen's Association – Terry Blackmer, Blaine Howell

Michigan Municipal League/Michigan Townships Association – Dave Peterson, Dan Oberst

Michigan Professional Fire Fighters Union – Shawn Abbey, Aileen Pettinger

Michigan Fire Service Instructors Association – Brian Blomstrom, Ray Wlosinski

Michigan Association of Fire Chiefs – Shadd Whitehead and John Kramer

The initial instructions and vision are to start with fire fighter I and II, and then follow with the fire officer program. Chairperson James asked that committee look into replacing course DVD's with a statewide subscription service. Vice-Chairperson Purchase also recommends that the committee consider redesigning the practical portions of the Fire Fighter I/II exam.

MFFTC Annual Report – Vice-Chairperson Purchase

Under Public Act 291, the Council is required to submit an annual report to the Governor for the previous year. Numerous recommendations were made for content to be included in the draft copy which is requested to be presented at the next meeting for submittal to the Governor's office shortly thereafter. Vice-Chairperson Purchase presented some highlights and recommendations and a preliminary draft for the Council to look over and asked for feedback on additional categories, as well as a picture to be used on the cover. He also requested the 2013 Regional Training Center annual reports be reviewed for information to be placed in the annual report.

Request Form for Elective Training Funding – Director Grutza

Modifications were made to the request form since the last meeting and were presented to Council for approval. It was agreed upon that the request form should be received by the Fire Fighter Training Division 1 month prior to the next scheduled meeting for purposes of review and verification, before they are forwarded to Council members 2 weeks prior to the meeting.

Further discussion of a process of prioritizing these requests proved the need for consistency for future requests.

A **MOTION** was made by Councilperson Richardson to approve the Reimbursement Request for Elective Training Form and that it be submitted to the Fire Fighter Training Division office one month in advance of the regular meeting it is to be considered and was seconded by Councilperson Tackett. **MOTION CARRIES.**

Chairperson James inquired why the full \$70,000 that was allocated last year to the Contract Training Coordinators wasn't spent in its entirety. Manager Grutza explained that the amount spent covered the duties that were assigned to the Training Coordinators.

A **MOTION** was made by Councilperson Purchase to fund a 2 day educational seminar for the training coordinators and the Fire Fighter Training Division staff, not to exceed \$12,000.00 and seconded by Councilperson Pettinger. **MOTION CARRIES.**

Instructor I Transition to Instructor II – Director Grutza

Councilperson Blomstrom inquired if the instructor should provide a training presentation with their application. It was determined that in prior discussion that the 3 peer references would eliminate that concern.

A **MOTION** was made by Councilperson Purchase to accept the Instructor transition plan as proposed with the changes outlined in this discussion and seconded by Councilperson Blomstrom. **MOTION CARRIES.**

Budget – Al Pohl

Mr. Pohl discussed the funding questions that the council has inquired about in the past. The State Fire Marshal's office is a program budget and is one line item and is up to the State Fire Marshal to budget the funding amount accordingly. The offsets and justifications were discussed as to where money was spent and why, also the reality of there being no fee increases this year adds to the concerns surrounding the budget.

8. NEW BUSINESS

WCCCD Request for Online Training: FFST – Director Grutza

Dennis Andrew of Wayne County Community College District discussed his request to teach the Firefighting Strategies and Tactics course online. Andrew presented his credentials and detailed how we would meet the online training standards as stated in MFFTC policy.

A **MOTION** was made by Councilperson Purchase to approve the Wayne County Community College District request for delivering the Fire Fighting Strategy and Tactics Course online and seconded by Councilperson Richardson. **MOTION CARRIES.**

Request to Instruct ICS 300-400

FFTD Region Supervisor Dan Hammerberg, in a letter to Council, reported that there are limited number of instructors in Region 1 to teach ICS 300 & 400. Hammerberg is requesting that those instructors who took the EMI 300 and 400 be allowed to teach the NFA 300 and 400. Discussion was held on the melding of the two programs and the instructor qualifications for those classes. Grutza reported that his understanding is that the state establishes the

instructor standard for FEMA courses. Chairperson James requested that the Manager inquire with FEMA on the instructor standards for the ICS 300 and 400 course.

A **MOTION** was made by Councilperson Purchase to table this agenda item and seconded by Councilperson Richardson. **MOTION CARRIES.**

Certified Instructor Status in Policy

It was brought to Councilperson Blomstrom's attention that the position of certified instructor is not addressed in the proposed rules.

A **MOTION** was made by Councilperson Blomstrom to recognize the position of Certified Instructor and to follow the continuing education requirements as listed for associate instructor recertification and seconded by Councilperson Pettinger. **MOTION CARRIES.**

Councilperson Blomstrom proposed a question asking can EMS ICs that have been granted Instructor I reciprocity, fail to complete their recertification CEs in a three year period, let their license expire, just reapply? It was agreed that this possibility would be identified at the time of their request for approval and could be denied for that reason at the time the request comes before Council.

Councilperson Purchase requested that the Fire Marshal inquire about the cost of consulting with the Attorney General and if there is any way that the Council can offset some of those costs with the Fireworks Safety Fund.

9. PUBLIC COMMENT

Dennis Andrew reminded the Council that if you are going to acquire a mobile burn trailer, you will need something to pull it. Also, commented that the idea of a centralized area for training materials is great idea but he stressed the importance of working with the publishers to achieve this goal.

Karl Holder asks the State Fire Marshal if there is a plan to go back to Michigan State Police. The State Fire Marshal states that at this time, there are no official talks of moving back to MSP.

10. COUNCIL COMMENT

Councilperson Blomstrom expressed his thanks to Chairperson James for his appointment as Chair of the curriculum committee.

Councilperson Pettinger inquired to the Manager of Fire Fighter Training Division the amount of people that have been lost and how many are needed now to assist in functioning more efficiently. Grutza reported that since 2000, the personnel have gone from 12 to 5, while providing more services. The idea was posed of possibly supplementing the budget with Fireworks Safety Funds to support this effort.

11. ADJOURNMENT

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Pettinger to adjourn the meeting. **MOTION CARRIES.** The meeting adjourned at 4:38 p.m.

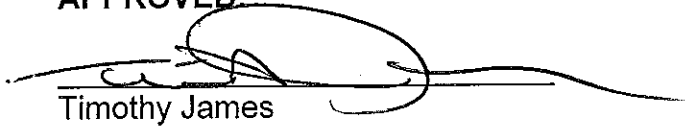
NEXT MEETING

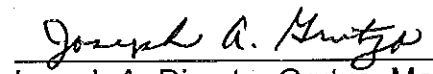
February 11, 2013 @ 1:30 p.m.

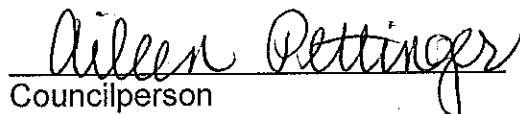
Location:

3101 Technology Blvd, Suite H, Lansing, Michigan 48910

APPROVED:


Timothy James
Chairperson


Joseph A. Director Grutza, Manager
Fire Fighter Training Division


Aileen Pettinger
Councilperson